

Solicitation Number: **TIRWR-03-R-00015**

Building Delegation

Technical Library Guidelines

1. The Technical Library is located at the Internal Revenue Service, Office of Procurement, the Constellation Centre, 6009 Oxon Hill Road, Oxon Hill, MD 20745. Proceed to the 7th floor's, "Welcome Center" for entrance and an escort will be provided to the technical library.
2. Access to the technical library is by appointment only.
3. Appointment requires two (2) day lead time.
4. Only representatives of contractors who are registered on the Central Contractor Registration (<http://www.ccr.gov/>) will be considered for approved review access.
5. A letter of introduction, on official company letterhead must be presented identifying all representatives that will be reviewing documentation.
6. Each contractor representative must present government picture identification (i.e., valid driver's license), as well as, picture identification from the contractor they represent.
7. Blocks of 3 hour periods will be established, beginning at 8:00 a.m. Multiple time periods may be reserved.
8. No electronic recording devices (i.e., laptops, PDAs, cell phones, etc.) will be permitted in the technical library.
9. Any questions must be directed to the Contracting Officer in writing. Technical library's contact can not provide any clarification nor technical explanation of any exhibit.

Note: Documentation consist of campus buildings drawings in either hardcopy or electronic format.